



PERSONNEL ISSUES & YOU

UPPS Newsletter 2010-5

Message from the Director

In this Issue: Sept 2010

As a busy summer comes to an end, I hope everybody enjoyed their long holiday weekend. As usual we have quite a few items to review in this month's newsletter. If you have any questions please let us know and if there are any specific topics you'd like addressed in our next newsletter, please pass them along.

Thank you,

Mary Elizabeth Harrod

- Employee Handbook
- Agency Survey
- Personnel Security
- Agency Directed Leave
- Shift Differential
- FMLA/In Loco Parentis
- Savings Bonds
- AEIC
- Workers Comp/Paid Leave
- Payroll Schedules
- Agency Assignments
- System Security
- GSC Training
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Employee Handbook:

The Employee Handbook has recently been updated. Revisions include the following:

- 1.) The charge of a reasonable fee for duplicate employee records requests under the Employee Records and Files section,
- 2.) Definition revisions and additions in the Glossary,
- 3.) Updates to the Internal Mobility, FMLA, Health Insurance (including COBRA and HRA) sections,
- 4.) Revision to remove extraordinary circumstance under the Weather, Inclement Policy, and
- 5.) Clarification under Blood Leave to specify when and how blood leave can be earned.

To view this updated handbook in its entirety, please visit our website at: <http://personnel.ky.gov/stemp/emphb/>

Agency Survey:

As mentioned in our previous newsletter, feedback provided through our Division's first Customer Service Survey (distributed in April) has been put to good use. We recently updated our HR Administrator webpage on the Personnel Cabinet's website to reflect changes you've requested: <http://personnel.ky.gov/persadmin/hradministrators/hradmin.htm>

On our new page you will notice that we have now dedicated a section to each of our branches (Classification and Compensation, Organizational Management, Payroll, and Personnel Administration) and within each section we have better-categorized our existing content- while also adding some new. On the first page, we are especially excited about our 'Quick Links' and 'FAQs'. The "Quick Links" are links to items that you all told us were most frequently used. They have been placed on the first page as a means for quick access, hence the name "Quick Links". The "FAQs" consist of frequently asked questions and answers compiled by Division staff which will be updated monthly. These will be available for each branch by the end of September. Finally, additional links have been added on the right-hand side of the screen under "Related Content", per your request. We hope you will be as excited about these changes as we are and that you will use the email link at the top of the HRA page (for Stephanie Carpenter) to continue to provide us with comments and suggestions as you navigate our site. Please remember that this is YOUR site! The information is there for your use and we want to do everything we can to make it meet your needs!

Personnel Administration

Personnel Security Reminder and Clarification:

We are still receiving emails that contain SSN's. Please remember SSN's must be safeguarded with encryption software such as Entrust. This includes Service Records. Any emails received by our office that are not encrypted will be deleted and **WILL NOT** be responded to. If you do not have encryption software, you may fax these items to: 564-5826.

Commissioner
Sissy Meredith
Department of Human Resources
Administration

Secretary
Nikki R. Jackson
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

Agency Directed Leave:

Effective immediately, prior to an agency allowing an employee to utilize Agency Directed Leave (914) the agency must submit the following, in writing (email is acceptable), to Dinah Bevington, Executive Director, Office of Legal Services and Mary Elizabeth Harrod, Director, Division of Employee Management:

- Justification for requesting Agency Directed Leave (914),
- Certification that the employee could not work at another location, and
- The process in which the agency will contact the employee to report to work at the next available time.

Payroll

Shift Differential:

Just a reminder that shift and/or weekend premiums are not to be considered part of an employee's base pay. These are only applicable to hours physically worked by the employee and should not be applied to leave or holiday hours. If an agency is continuing to pay shift and/or weekend premiums on leave or holiday hours, it must cease immediately.

FMLA – In Loco Parentis:

- On June 22, 2010, the U.S. Department of Labor clarified the definition of "son and daughter" under the Family and Medical Leave Act to ensure that an employee who assumes the role of caring for a child receives parental rights to Family Medical leave regardless of the legal or biological relationship. The DOL interpretation applies to nontraditional families, including unmarried partners and families in the lesbian-gay-bisexual-transgender (LGBT) community.
- It is the Administrator's interpretation that either day-to-day care or financial support may establish an in loco parentis relationship where the employee intends to assume the responsibilities of a parent with regard to a child. In all cases, whether an employee stands **in loco parentis** to a child will depend on the particular facts. **A simple statement asserting that the requisite family relationship exists is all that is needed in situations such as in loco parentis where there is no legal or biological relationship.**
- As the interpretation makes clear, an uncle who is caring for his young niece and nephew when their single parent has been called to active military duty may exercise his right to family leave. Likewise, a grandmother who assumes responsibility for her sick grandchild when her own child is debilitated will be able to seek family medical leave from her employer. And an employee who intends to share in the parenting of a child with his or her same sex partner will be able to exercise the right to FMLA leave to bond with that child. To the contrary, an employee who cares for a child while the child's parents are on vacation would not be considered to be in loco parentis to that child.

For more information on the FMLA and the administrative interpretation, visit the Wage and Hour Division's website, <http://www.dol.gov/whd>, or call the division's toll-free helpline at 866-4US-WAGE (487-9243). You may also contact Donna Shelton at (502) 564-6625.

Savings Bonds / Follow-up:

Following up on the savings bond program information given in the [July 2010 Personnel Issues and You newsletter](#), the Personnel Cabinet will be taking the following steps to end the payroll deduction savings bond program:

The last deduction for savings bonds with no carryover will be made in the September 1-15, 2010 payperiod. Affected savings bond deductions will be inactivated after this payperiod.

For savings bonds that are purchased incrementally and have a carryover amount, deductions will continue until the bond is purchased, and then these savings bonds will be inactivated. In the event an incrementally purchased savings bond is not paid in full by the November 1-15, 2010 payperiod, a refund of the amount paid toward the next bond will be given to the employee and the deduction then inactivated.

Please remember that no new bonds should be set up. Information about the end of the payroll deduction savings bond program and Treasury Direct can be found in the [July 2010 Personnel Issues and You newsletter](#).

A list of employees with active savings bonds will be distributed to agencies. An email with information regarding the cessation of the savings bond program and information about Treasury Direct will be sent to agency payroll contacts for use in drafting correspondence to affected employees.

For questions regarding the savings bond program, please contact the Payroll Branch.

Advanced Earned Income Credit Repealed Beginning in 2011:

The Obama Administration has signed H.R. 1586, the Education, Jobs, and Medicaid Assistance Act (the Act) into law. The Act includes a provision that repeals the advanced earned income credit (AEIC) beginning in 2011.

The earned income credit is a tax credit available to low-income employees. The credit reduces taxes owed and is intended to offset living expenses and Social Security taxes. Eligible employees have been able to claim the entire credit on their personal income tax return or, in some cases, to claim the credit in advance through payroll. Eligible employees who elected to claim the credit through payroll did so by filing Form W-5, Earned Income Credit Advance Payment Certificate, in accordance with their situation and eligibility, with their payroll office. The advanced EIC was included in the employee's paycheck and is reported on the Form W-2 as a separate item.

It is important to note that while the Advanced Earned Income Credit (through payroll) will not be available beginning in 2011, eligible taxpayers may still claim the EIC on their personal income tax return.

In Section 5109 in Joint Committee on Taxation Report JCX-46-10, the Joint Committee on Taxation has noted that taxpayers can still receive the nonrefundable portion of the earned income tax credit through payroll after 2010 by adjusting their withholding to the extent that they otherwise would have a positive tax liability. For questions regarding this option, taxpayers should consult a professional tax advisor.

At the end of 2010, a report will be generated of all employees in UPPS coded for advanced EIC and distributed to HR Administrators to assist agencies in identifying employees claiming advanced EIC. Affected employees should submit a form W-4 to determine withholding when the EIC is discontinued, and payroll officers must set up the new withholding information for the employee in the 12/16-31/2010 payroll.

Workers Compensation and the Option to Elect to Use Paid Leave:

101 KAR 2:140. Workers' Compensation Fund and Program:

Section 4. Benefits.

(1)(a) The required medical expense for a service rendered by a hospital or doctor, or for a prescribed medication, shall be paid subject to approval of the claim.

(b) A percentage of the employee's average weekly wage shall be paid if he is unable to work for an extended period due to a job-related injury or illness.

(c)1. Except as provided in subparagraph 2 of this paragraph, compensation shall not be payable for the first seven (7) days of disability.

2. If the disability continues over two (2) weeks, compensation shall be allowed from the first day of disability.

(2) For an absence due to illness or injury for which workers' compensation benefits are received, if the employee elects to accept the workers' compensation benefits, accumulated sick leave may be used in order to maintain regular full salary. If paid sick leave is used, workers' compensation pay benefits shall be assigned back to the state for whatever period of time an employee received paid sick leave. An employee shall not receive paid sick leave and workers' compensation pay for the same period of time.

When an employee sustains an illness or injury for which workers' compensation pay benefits are received, the employee may request to use sick leave or other personal leave if and when sick leave is exhausted, in order to maintain full salary. If paid leave is used, the workers' compensation benefits shall be assigned back to the state for the period of time when the employee received paid leave while absent due to a compensable injury or illness. The employee shall not be allowed to utilize paid leave and receive workers' compensation pay for the same period of time.

If the employee wishes to use sick or other leave during the period of disability, the employee shall complete and submit the "Sick Leave—Workers' Compensation" form to request use of sick leave (or other paid leave if sick leave is exhausted) prior to using paid leave for lost time for which Workers' Compensation benefits are paid. The "Sick Leave—Workers' Compensation" form can be found on this webpage: <http://personnel.ky.gov/emprel/workerscomp/default.htm>.

Compensation is not payable until the 8th day of disability unless the disability continues for more than 2 weeks, at which time the first seven days become eligible for compensation. Therefore, the scheduled workdays that fall within the first seven calendar days of disability may not be eligible for compensation under workers' compensation. If the employee chooses not to use paid leave during the period of disability, allow the employee to go on authorized leave without pay status and not use his or her leave time from the first day. If the period of disability does not exceed 2 weeks and the first seven days are not eligible for compensation, retroactively pay the employee for that period and reduce his or her leave accordingly.

If the employee elects not to request the use of paid leave during the period of disability, the leave shall be treated as authorized leave without pay. If the employee is eligible for protection under the Family and Medical Leave Act (FMLA), the leave shall also be coded as Family and Medical Leave. At the exhaustion of FMLA (for employees who are eligible for FMLA protection), or at the end of 30 days for those employees not eligible for FMLA protection or at the end of the FMLA period, the employee shall be placed on P-1 leave without pay. The employee's leave will remain on the books. This leave will be available when the employee returns to work from P-1 sick leave without pay, or will be paid out in accordance with the Classified Leave Administrative Regulations if the employee terminates from P-1 sick leave without pay.

Upcoming Payroll Schedules:

Revised 7/9/10						
September 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 AUG 16-31 Manual pay & health ins. update	2 AUG 16-31 Manual pay & health ins. update	3 AUG 16-31 No Update Governor Mandated Furlough Day	4
5	6 AUG 16-31 No Update STATE HOLIDAY LABOR DAY	7 AUG 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	8 AUG 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	9 AUG 16-31 Update/ health ins.	10 AUG 16-31 Update/ health ins.	11
12	13 AUG 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	14 AUG 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 AUG 16-31 No Update PAYDAY	16 SEP 1-15 Manual pay & health ins. update	17 SEP 1-15 Manual pay & health ins. update	18
19	20 SEP 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 SEP 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 SEP 1-15 No Update	23 SEP 1-15 No Update	24 SEP 1-15 Update/ health ins.	25
26	27 SEP 1-15 Update/ health ins.	28 SEP 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 SEP 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 SEP 1-15 No Update PAYDAY END OF QUARTER		

October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 SEP 16-30 Manual pay & health ins. update	2
3	4 SEP 16-30 Manual pay & health ins. update	5 SEP 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 SEP 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	7 SEP 16-30 No Update	8 SEP 16-30 No Update	9
10	11 SEP 16-30 Update/ health ins.	12 SEP 16-30 Update/ health ins.	13 SEP 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	14 SEP 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 SEP 16-30 No Update PAYDAY	16
17	18 OCT 1-15 Manual pay & health ins. update	19 OCT 1-15 Manual pay & health ins. update	20 OCT 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 OCT 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 OCT 1-15 No Update	23
24	25 OCT 1-15 Update/ health ins.	26 OCT 1-15 Update/ health ins.	27 OCT 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	28 OCT 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	29 OCT 1-15 No Update PAYDAY	30
31						

Classification & Compensation

Petitioned Positions:

Just a reminder, that requests for Petitioned Positions, as outlined in HB 149, are due to Debbie Parido by September 30, 2010. Please contact Debbie with any questions.

New Agency Assignments:

Due to the recent resignation of Cassie House, agency assignments within the Classification and Compensation Branch have been re-distributed. Please visit our website at <http://personnel.ky.gov/NR/ronlyres/08C29523-CBA8-4150-9E81-586E1828AAF5/0/CCStaffAssign.pdf> for this new contact information.

Organizational Management (Security)

System Security Updates:

The Organizational Management Branch has completed new policies and procedures for UPPS-CICS, COS and Document Direct security. In the coming weeks, Agency Heads will be receiving this packet of new security documents. The new policies and procedures serve to streamline the security request process and allow for the use of electronic signatures on several security forms. The Personnel Cabinet will be requiring the completion of new Memorandum of Agreement (MOA), Agency Security Contact Designation and Agency Security Contact Agreements. Agency Heads will be asked to designate an Agency Security Contact(s) on the Agency Security Contacts(s) Designation/Removal Form to serve as your Agency's liaison to the Personnel Cabinet for security matters. The new procedures mandate that Agency Security Contacts must be employees performing duties in the area of Human Resources Administration. Agency Security Contact(s) will be required to attend training provided by the Personnel Cabinet. (Specific details about this training will be forthcoming in the weeks to come) At the conclusion of the training, the Designated Agency Security Contact(s) will sign the Agency Security Contact form.

Thank you in advance for helping to make these changes a success.

Governmental Services Center

Training Available through the Governmental Services Center (GSC):

Training is a critical part of employee development, providing managers and staff members with the knowledge and skills they need for high performance. GSC offers a full range of training solutions from our catalog of core courses to the development of original, fully customized programs. To ensure your training is effective and provides value to both the individual participants and the organization, many resources are available.

- Did you know GSC offers [tutorials](#) for Microsoft Office 2007?
- Did you know GSC offers resources to help you learn [Spanish](#)?
- Did you know GSC offers short, 3-7 minute, [videos](#) on a variety of development topics?
- Did you know GSC offers a monthly publication called [The GSC Advantage](#), with information on customer service, business writing and much more?

If you haven't checked out [GSC the website](#) lately, you don't know what you're missing!
Please share with your employees these human resource development opportunities!

PERSONNEL CABINET TELEPHONE LISTING, August 01, 2010

OFFICE OF THE SECRETARY, 3rd Floor (564-7430)	
Secretary Nikki Jackson Deputy Sec. Tim Longmeyer Joyce Wilcher, x 564-6798 Sonja Cox, x 564-6791	Bill Ryan, x 564-6531

OFFICE OF ADMINISTRATIVE SERVICES, 3rd Floor (564-7430)	
Walt Gaffield Suzette Gash, x 564-6738 Scott McKenzie, x 564-6770	Sherry Kefauver, x 564-3638 Rachel Kennedy, x 564-6740 Elinda Manley, x 564-6758 Angela Spencer, x 564-6656

OFFICE OF LEGAL SERVICES EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7430)	
Dinah Bevington Sue Britton, x 564-6773 H. Howell Brady, x 564-6797	Joe Cowles, x 564-6804 Tanya Lawrence, x 564-6783 Charles Wells, x 564-6061

OFFICE OF EMPLOYEE RELATIONS EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7911)	
Mary Hook Dana Harvey, x 564-7824 Nila Meeks x 564-9818	
WORKERS COMPENSATION (564-6847) 888-860-0302 Jeffrey Hockensmith, x 564-6642 Matthew Hutcherson, x 564-6645 Valerie McGraph, x 564-6648 Megan Poe, x 564-6654	LIFE INSURANCE (564-4774) 800-267-8352 Dana Pitcock, x 564-5599 Gaye Adcock, x 564-5591 Michele Ellis, x 564-5592 Melinda Giles, x 564-5593 Joe Hughes, x 564-5595 Jeri Payton, x 564-5596 Kim Quinn, x 564-5598
RETURN TO WORK (564-0348) Donna Shelton, x 564-6625 Melissa Clay, x 564-0348	WORKPLACE RELATIONS Linda House Patrick, x 564-5974
EMP ASSISTANCE BUSH BLDG (564-5788) 800-445-5327 Trina Koontz, x 223 Zack Culver, x 225 Barbara Henderson, x 222 Rebecca Waddle, x 221 Susan Gaffield, x224	EMPLOYEE RECOGNITION Debbie Bohannon, x 564-5954 Mandi Flynn, x 564-5955

OFFICE OF DIVERSITY AND EQUALITY EXEC DIRECTOR'S OFFICE, 1st Floor (564-8000)	
Arthur Lucas Singer Buchanan, x 564-5992 Colene Elridge, x 564-6869	Clint Morris, x 564-5313

GOVERNMENTAL SERVICES CENTER @ Kentucky State University, 400 East Main Street Academic Services Bldg - 4 W, Frankfort, KY 40601 Main Number: 502/564-8170 or 564-7455	
EXEC DIR'S OFFICE Wes Swanner, x 227 Dawn Williams, x256	TRAINING & EMPLOYEE DEVELOPMENT Jeanne Olivas, x 243 Kimberly Byrnes, x 245 Katy Cave, x 253 Jerry Pile, x 235 Kimberly Rulo, x 254
PERFORMANCE MGMT (564-3090) Stan Riley, x 225 Dawn Redmon, x260	ORGANIZATIONAL DEVELOPMENT Taylor Carter, x 237 Jamilie Smith, x 238 Rick Schad, x 236

CENTER OF STRATEGIC INNOVATION EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7430)	
Crystal Pryor Jamie Allen, x 564-9657 Tina Goodmann, x 564-5973 Robin Hartman, x 564-6552	Dera Lindsay, x 564-5588 Tammy McNew, x 564-5923

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY 101 SEA HERO ROAD, SUITE 110 (573-7925) 800-542-2667 persdeferredcomp@ky.gov	
EXEC DIR'S OFFICE Robert C. Brown Chris Biddle Pat Goodlett Chris Helvey Neal Lanham Timothy Lanham Claudia Morton Connie Smith Paula Gray	INVESTMENT & RECORDS Sandi Whitaker Tracy Adams Leanne Barger Diane Collins Amanda Hansel Barbara Hedrick Amy Mosby Amy LeRoy
PAYOUT COUNSELING Eric Simpson Julie Gordon Julia Holbrook Kelley Peach April Smyth Kristey Warfield	PARTICIPANT SERVICES Donna Towles Sandra Baker Floyd Boler Mary Brouse Nida Clary Beverly Wilholte

DEPARTMENT OF EMPLOYEE INSURANCE (DEI) COMMISSIONER'S OFFICE, 2nd Floor (564-0358)	
Fred Nelson Jenny Goins Donna Cordler, x 564-5488	Stephanie Marshall, x 564-5506 Tracie Meyer, x 564-6731 LuLu Mwale, x 564-5494 Jackie Beach, x 564-5656

DIVISION OF INSURANCE ADMINISTRATION DIRECTOR'S OFFICE (564-0358)	
Jeff Barr, x 564-5513	
MEMBER SERVICES (564-6534) 888-581-8834 Christie Burkhead, x 564-5610 Sherry Davis, x 564-5611 Margaret Hensley X 564-5518 Lynn Jones, x 564-5654 Clara Serafini, x 564-5643 Jacqueline Saylor 564-5626	ENROLLMENT INFORMATION (564-1205) Barbara Meyer-Hughes, x564-5530 Kim Collins, x 564-5532 Kimberly Dennis, x 564-9638 Mamatha Kotha, x 564-5554 Philip Luckett, Sr., x 564-5534 Teresa Shipley, x 564-5545 Jeffrey Wiley, x 564-5556 Christina Winans, x 564-5558

DIVISION OF FINANCIAL & DATA SERVICES DIRECTOR'S OFFICE	
Cindy Stivers, x 564-6730 Bruce Cottew, x 564-6732	

DATA ANALYSIS (564-7101)	FINANCIAL MANAGEMENT (564-9097)
Paula Chisholm, x 564-6723 Vickie Poole, x 564-6724	Lori Elder, x 564-5667 Beth Gebhart, x 564-5713 Lea Howard, x 564-5668 Michelle James, x 564-5669 Michael Kolokowsky, x 564-5719 Annette Osborne, x 564-5666 Alexa Perry, x 564-5682 Brenda Roark, x 564-5699 Jonathan Smith, x 564-5683 Cindy Thomas, x 564-5908 Irma Turner, x 564-5685 Debbie Fraley, x 564-5602 Mae Green, x 564-5603 Hannah Stanfield, x 564-5608

PERSONNEL CABINET TELEPHONE LISTING, August 01, 2010

DIVISION OF CAREER OPPORTUNITIES DIRECTOR'S OFFICE, 1 st Floor (564-6920)	
Karen Mixson	
APPLICANTS SERVICES (564-8030) Linda Brown, x 564-5272 Denise Martin, x 564-5223 Stuart Clark, x 564-5148 Roger Riddell, x 564-5150 Becky Singleton, x 564-5248 Theresa Wood, x 564-5266 Computer Lab x 564-5221 REGISTER (564-8030) Rick Davis, x 564-5197 Katharine Barber, x 564-5146 Roberta Brownlee, x 564-5192 Cheri Chambers, x 564-5195 Sharen Fogle, x 564-5202 Kay Goodwin, x 564-5203 Amy Ireland, x 564-9819 Martha Sherrow, x 564-5191 Sharon Smither, x 564-5207 Kay Wallace, x 564-5214	HUMAN RESOURCES CERTIFICATION (564-8030) Mitchell Adair, x 564-5161 Scotty Barker, x 564-5271 Harold Hall, x 564-5293 Debbie Hatfield, x 564-5298 Larry Ibershoff x 564-5190 Rose Nipp, x 564-5292 Marietta Thompson, x 564-5275 Maureen Travers, x 564-5294 RECRUITMENT (564-8030)
DIVISION OF TECHNOLOGY SERVICES DIRECTOR'S OFFICE, 3rd Floor (564-4690)	
Robbie Perkins Randy Meek, x 564-5583 Holly Studler, x 564-5980	Jill Anderson Glen Tuggle, x 564-5563
SYSTEM ANALYSIS (564-4690) Michele Kays, x 564-6584 Evelyn Armstrong, x 564-6614 Todd Bailey x 564-5323 Robert Barberio, x 564-6537 Bill Bevil, x 564-5991 Rebecca Billings, x 564-6579 Wendy Campbell, x 564-5694 Debbie Dawson, x 564-6577 Judith Duke, x 564-5302 Richard Gee, x 564-6689 Kimberly Hatter, x 564-9828 Sean Higgins, x 564-9815 John Jacobson, x 564-4690 Rajat Jain, x 564-4690 Tiffinye Lee x 564-6761 Sherry Lemmonds, x 564-4690 John Macy, x 564-6494 Bob Miner, x 564-4690 Kathy Morris, x 564-4690 Kelly O'Hey, x 564-4690 David Onkst, x 564-6810 Connie Page, x 564-6585 Venkata Pallapothu, x 564-4690 Neil Popplewell, x 564-5140 Ram Prakash, x 564-4690 Rod Rayment, 564-5948 Lisa Rodhouse, x 564-5985 Wayne Rudner, x 564-4690 Lisa Shelton, x 564-6781 Gaye Sopp, X 564-6561 Long Vu, x 564-5925 Karen Waugh, x 564-6448 Debra Weber, x 564-5324 Rebecca Whitaker, x 564-5144 David White, x 564-7624 David Wildner, x 564-6196 Laurie Wilson, x 564-6549 Lesa Wood, x 564-7254 CLIENT SERVICES BRANCH Jason Ritter, x 564-8355 Todd Baggaly, 564-7825 Cindy Dempsey, x 564-8337 Jerry Jones, x 564-8335 Mark Kennedy, x 564-8356 Mike Rice, x 564-8136	APPLICATION DEVELOPMENT (1st Floor) James Koontz, x 564-6599 Derrick Banks, x564-4690 Eric Chen, x 564-4690 Charles Dietrich, x 564-4690 Randy Denney, x 564-5121 Jim Fang, x 564-5529 Lisa Jeffrey, x 564-6713 Shirley Kantor, x 564-6695 Francis Kasu, x 564-6650 Steve King, x 564-5529 Aruna Lakshmanaperumalraja, x564-6562 Bryan Le, x 564-6562 Chel Lin, x564-4690 Barry Martin, x 564-4690 Tho Nguyen, x564-6695 Emily Parr, x 564-6600 Linkin Perelra, x 564-5222 Rhonda Phillips, x 564-9822 Satish Punati, x 564-5994 Randy Robinson, x 564-4690 Pardha Saradhi, x564-5308 Jean-Loup Schyns, x564-4690 Brandon Short, x 564-6604 Jason Sizemore, x 564-8134 Donna Spivey, x 564-5944 Angle Taulbee, x 564-7107 Wilson, Ettienne, x 564-4690 NETWORK SUPPORT (564-0198) pers.nsbhelpdesk@ky.gov Lisa Rowe, x 564-5935 Travis Humphries, x 564-5920 Hong Lin, x 564-5986 Aaron McNulty, x 564-5919 Kathy Naber, x 564-5943 James Ross, x 564-5928 Jason Rowland, x 564-5918 Server Room, x 564-5171 Work Room 324, x 564-5714 OPEN PORTAL SOLUTIONS Troy Belcher, x No Phone Matthew Butts, x 564-5908 Paige Gottlieb, x 564-5906 David Kaellin, x 564-5908 John O'Connor, x No Phone

DEPARTMENT OF HUMAN RESOURCES ADMINISTRATION COMMISSIONER'S OFFICE, 3 rd Floor (564-7571)	
Sissy Meredith Alaina Myers, x 564-9823	Missy McCray, x 564-6817
DIVISION OF EMPLOYEE MANAGEMENT DIRECTOR'S OFFICE, 3 rd Floor (564-6464)	
Mary Elizabeth Harrod, x564-6619 Larry Gillis, x 564-6618	Stephanie Carpenter, x 564-6616 Flo Warner, x 564-5264
PERSONNEL ADMINISTRATION (564-6873) Carolyn Bruce, x 564-6657 Shona Alderson, x 564-9812 Lisa Case, x 564-6665 Dena McGuire, x 564-6669 Paula Round, x 564-6670 PAYROLL (564-6883) Yvonne Richmond, x 564-6718 Gail Cooper, x 564-6709 Sandra Douglas, x 564-6715 Shannan Goodrich, x 564-6711 Greg McGaughey, x 564-6714 Natalie Jackson, x 564-6762 Karen Lynn, x 564-6701	CLASS & COMP (564-5300) Jim Lambert, x 564-6832 Carla Gray, x 564-6825 Cassie House, 564-6826 Dawn Moreland, x 564-6819 Debbie Parido, x564-6859 ORGANIZATIONAL MANAGEMENT (564-6464) Vickie Hatchel, x 564-6831 Myrissa Beers x 564-6624 Mark Thompson, x 564-6865

Career Opportunities (1 st Flr)	TTY 564-4306
Career Opportunities (Dir / Register) (1 st Flr)	FAX 564-3588
Career Opportunities (HR Cert) (1 st Flr)	FAX 564-0512
Class & Comp (3 rd Flr)	FAX 564-0222
Deferred Comp	FAX 573-4494
DEI Commissioner/Member Services (2 nd Flr) ...	FAX 564-5278
DEI Enrollment Information (2 nd Flr)	FAX 564-1085
DEI Financial Management (2 nd Flr)	FAX 564-0715
DEI Flexible Benefits Branch (2 nd Flr)	FAX 564-0364
Employee Management, Dir's Office (3 rd Flr)	FAX 564-1823
Employee Relations (3 rd Flr)	FAX 564-4311
Governmental Services Center (KSU)	FAX 564-2732/ 564- 8056
KHRIS Projects (3 rd Flr)	FAX 564-1507
KEAP (Bush Building)	FAX 564-5189
Life Insurance (3 rd Flr)	FAX 564-4034
Network Support (3 rd Flr)	FAX 564-2274
Personnel Admin., Comm's Off. (3 rd Flr)	FAX 564-7603
Processing & Payroll (3 rd Flr)	FAX 564-5826
Performance Mgmt (KSU)	FAX 564-2675
Return to Work (3 rd Flr)	FAX 696-5228
Secretary's Office (3 rd Flr)	FAX 564-7603
Workers Comp (3 rd Flr)	FAX 564-9119
Canteen (1 st Flr)	227-2279
Facilities Management – Jennifer Fey	330-3392 (cell)
Frankfort Police Department.....	502-875-8582
Frankfort City Emer (Amb, Fire & Police)	911 / 502-875-8500
Kentucky State Police (Frankfort Post)	502-227-2221
Legal Conference Room 328A	502-564-3651
Personnel Admin. Conference Room 318.....	502-564-3654
SOB Loading Dock.....	564-1475
SOB Front Desk Reception	564-9749
SOB Auditorium & 1 st Floor Training Rooms	Ashley.Evans@ky.gov
State Operator.....	800-222-5555/564-3130
Quick Copy	564-2670